

## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 60-05

**Date:** October 28, 2005

**Keyword:** General

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Staff  
Integrated Service Area Managers

**From:** Luis M. Macias, Director, Workforce Development Division

  
**Subject:** **Implementation of Financial Literacy Training in Workforce Development Services**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with guidance on implementing financial literacy training in accordance with House Bill (HB) 900.

### **REFERENCE:**

House Bill 900, 79<sup>th</sup> Texas Legislature, Regular Session (to be codified as Texas Labor Code §302.0027)

Workforce Investment Act; Final Rule, 20 C.F.R. §663.300

U.S. Department of Labor Training and Employment Guidance Letter

No. 2-01, issued August 6, 2001, and entitled "Participation in Money Smart Financial Education Effort"

Informational Notice 08-01, issued September 26, 2001, and entitled "Notification of Money Smart Financial Education Effort"

Choices: A Comprehensive Guide, Section B-900.10, Job Skills Training

Employment Service: A Comprehensive Guide, Section A-100.12, Financial Literacy

Integration of Trade Services for Dislocated Workers: A Comprehensive Guide, Section C-300.1.1, Workshops and Seminars

### **FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and state laws, rules, policies, and required procedures with a "No Local Flexibility" rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a "No Local Flexibility" rating is indicated by "must" or "shall."

Failure to comply with the federal and state laws, rules, policies, and required procedures with a "No Local Flexibility" rating may result in corrective action, up to and including sanction and penalty.

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

## **BACKGROUND:**

On September 26, 2001, the Texas Workforce Commission (Commission) issued Informational Notice (IN) 08-01 to inform Boards about Money Smart, a joint initiative between the U.S. Department of Labor and the Federal Deposit Insurance Corporation (FDIC). Money Smart is designed to help adults outside the financial mainstream enhance their money management skills and create positive banking relationships.

HB 900, as passed by the 79<sup>th</sup> Texas Legislature, Regular Session, directs the Commission and Boards to ensure that workforce development services include financial literacy training. HB 900 took effect June 18, 2005.

Additional information about the Money Smart program is available in Training and Employment Guidance Letter No. 2-01, issued August 6, 2001, and entitled “Participation in Money Smart Financial Education Effort.”

## **PROCEDURES:**

### **Providing Financial Literacy Training**

Boards must ensure that workforce development services include financial literacy training.

**NLF**

Boards may utilize the Money Smart curriculum—available in English, Spanish, Chinese, Korean, and Vietnamese—to ensure that financial literacy training is available to Texas Workforce Center customers.

**LF**

Information on the Money Smart curriculum, including instructions on how to order free copies, is available through FDIC’s Web site at:

<http://www.fdic.gov/consumers/consumer/moneysmart/>.

It is recommended that Boards inform training and adult education providers in their local workforce development area of the availability of the Money Smart program, which is available in the following languages and formats:

**LF**

- English and Spanish in hard copy
- English, Spanish, Chinese, Korean, and Vietnamese on CD-ROM
- English and Spanish as a computer-based interactive program (available online or on CD-ROM)

### **Tracking Financial Literacy Training**

A new *Special Category Code 18 – Financial Literacy* has been added to the *Service Tracking – Service Information* screen in The Workforce Information System of Texas (TWIST). Boards must use the instructions below to track services that include financial literacy training.

To track financial literacy training:

1. On the TWIST *Service Tracking – Service Information* screen, select the *Service Category*.
2. Select the *Service*.
3. From the *Special Category* dropdown field, select *18 – Financial Literacy*.

Based on the information contained in this WD Letter, the following comprehensive guides will be updated:

- Choices: A Comprehensive Guide, Section B-900.10, Job Skills Training
- Employment Service: A Comprehensive Guide, Section A-100.12, Financial Literacy
- Integration of Trade Services for Dislocated Workers: A Comprehensive Guide, Section C-300.1.1, Workshops and Seminars

The guides can be accessed on the Texas Workforce Commission's Web site at <http://www.twc.state.tx.us/boards/guides/guides.html>.

### **ACTIONS REQUIRED:**

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

### **INQUIRIES:**

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

Rescissions: None	Expiration: Continuing
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